

Performance Planning and Review for Supervisors

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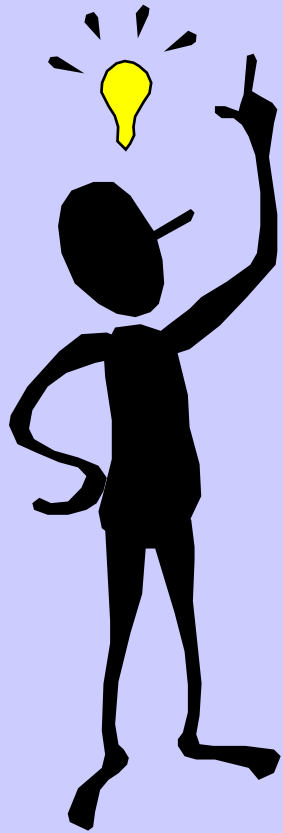
DEPT. OF STATE CIVIL SERVICE COURSES OFFERED THROUGH THE
COMPREHENSIVE PUBLIC TRAINING PROGRAM (CPTP):
(Part of the New Minimum Training Requirement) (Effective 07/01/2008)
(Supervisory Group 1)

- Common Myths That Affect Good Supervision (DSCS)
 - Controlling Absenteeism and Tardiness (DSCS)
 - Civil Service Essentials for Supervisors (DSCS)
 - Documenting for Performance and Discipline (DSCS)
 - Performance Planning and Review (DSCS)
 - *Developing a Motivated Work Group (LSU)*
 - *Strategies for Supervisory Success (LSU)*
- Or*
- *Elements of Supervisory Practices (Part 1) (LSU)₂*

HOUSEKEEPING ISSUES



- Class Time
- Class Breaks and Lunch
- Class Format
- Places to Eat
- Location of Snacks
- Location of Restrooms



YOU CAN ONLY

CONTROL

WHAT YOU CAN

CONTROL

DEPARTMENT OF STATE CIVIL SERVICE WEBSITE ADDRESS

www.civilservice.la.gov



CIVIL SERVICE RULES



AGENCIES

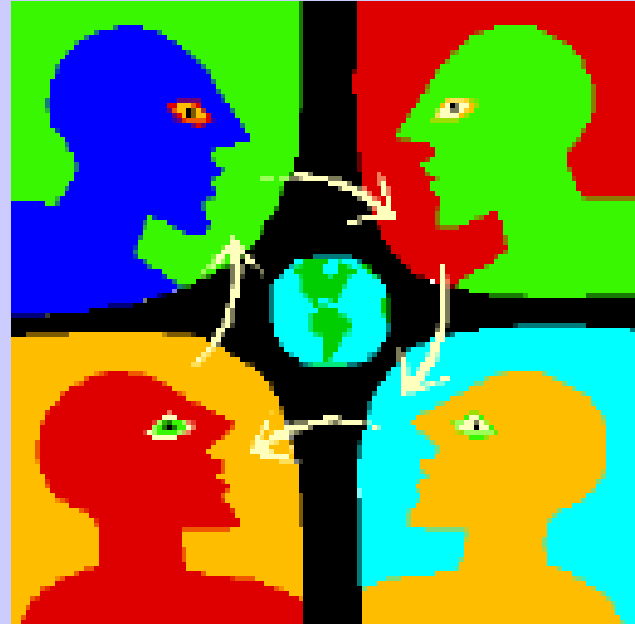
Where can PPR Rules be found?

PPR rules
can be found
in Chapter 10
of the Civil
Service
Rules



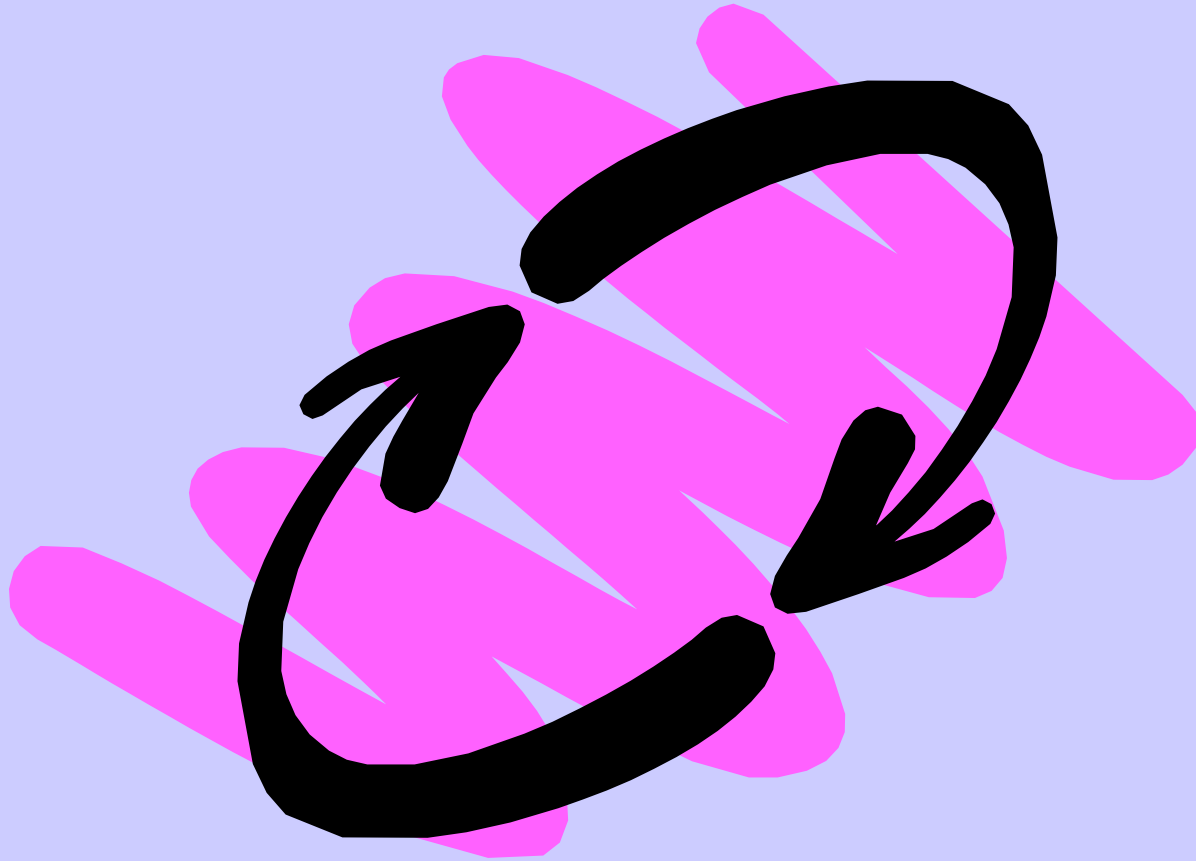
Steps in the PPR Process

- Planning
- Observation,
Documentation, and
Feedback
- Review

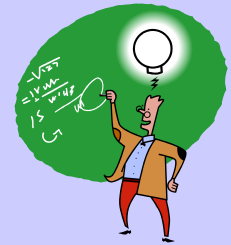


One of the most important aspects of a supervisor's job is to develop employees. PPR plays a vital role in that development by providing a mechanism for continuous communication that is inherent throughout the PPR process.

PPR is a continuous cycle



Simple PPR formula



(Revolving around the employee's anniversary date)

30

Plan

60

Rate

60

Re-Rate

(if necessary)

PERFORMANCE PLANNING AND REVIEW



Time Frames:

Planning Session:

Deadline is 30 days after a new hire, anniversary date of a current employee, or position change with significantly different duties.

Rating Session:

From 60 days prior to anniversary date up to and including the employee's anniversary date.

Re-Rating Session:

From 60 days prior to the date that falls six months after the employee's anniversary date up to the date that falls six months from the employee's anniversary date.

PPR Group Exercise #1



Timeline Exercise



Important Points about PPR forms



**ORIGINALS OF COMPLETED PPR FORMS ARE TO BE
KEPT IN THE HUMAN RESOURCES OFFICE.**

**THE SUPERVISOR AND EMPLOYEE SHOULD EACH
MAINTAIN A COPY OF COMPLETED PPR FORMS.**

**COMPLETED PPR FORMS ARE CONFIDENTIAL
DOCUMENTS AND SHOULD NOT BE MAINTAINED IN
PUBLIC ACCESS FILES.**

Writing expectations using the “SMART” method

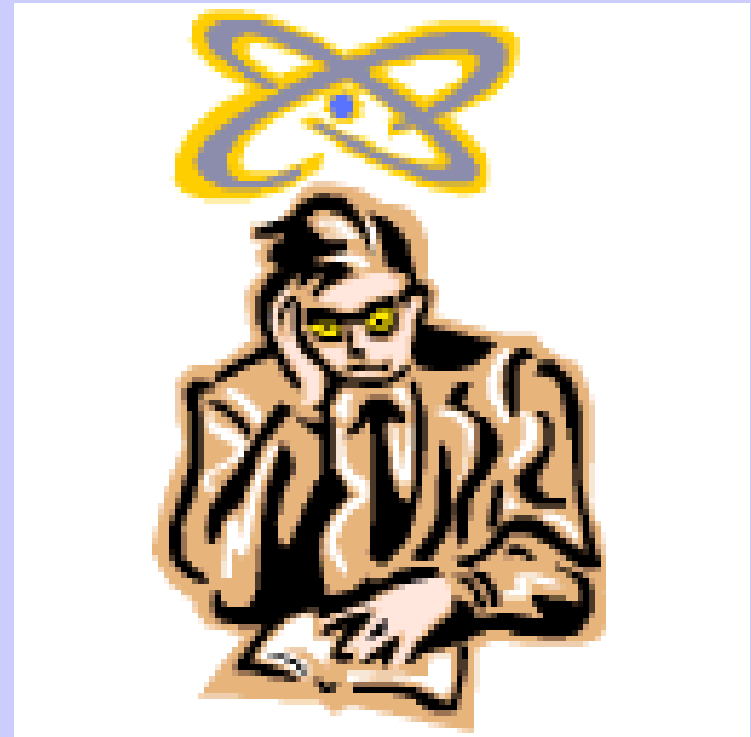
S pecific

M easurable

A ttainable

R ealistic

T imed



PPR Group Exercise #2

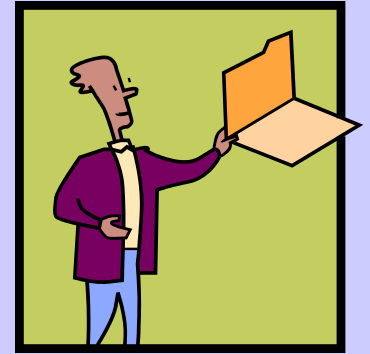


Writing Expectations Exercise



PPR Documentation

- Documentation shall be maintained to support any “Poor” or “Needs Improvement” PPR rating.
- Documentation should be maintained to support any PPR rating.
- Employees can now appeal any overall PPR rating.



PERFORMANCE PLANNING AND REVIEW

If an employee receives an official overall PPR rating of “Poor” or “Needs Improvement” that employee is not eligible for:



Merit Increase

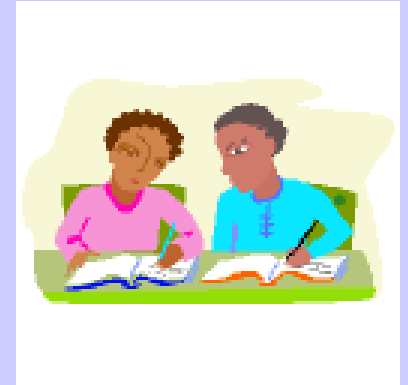
Promotion

Attainment of Permanent Status

Detail to a higher level position
(except as approved in advance
by the Director of C.S.)

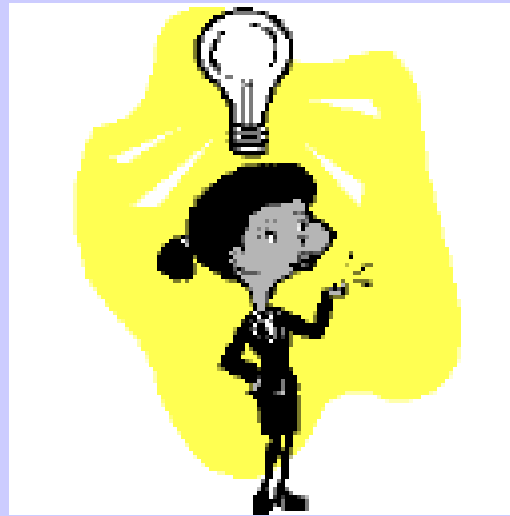
More Points about PPR

- Even though the “Reviewer’s” signature is no longer required on the PPR rating form, your supervisor can still make you submit to him the PPR forms of your employees for his review before submitting them to your employees.



- In reality, your supervisor can make you change a PPR rating before it is submitted to your employee.

More Points about PPR

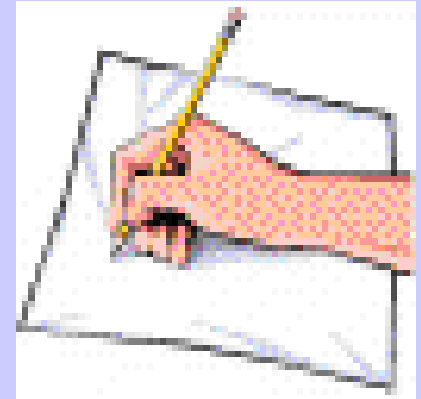


New or short-term employees
should be considered as
“Meets Requirements” (3)
when rated.

PERFORMANCE PLANNING AND REVIEW

Closeout Ratings:

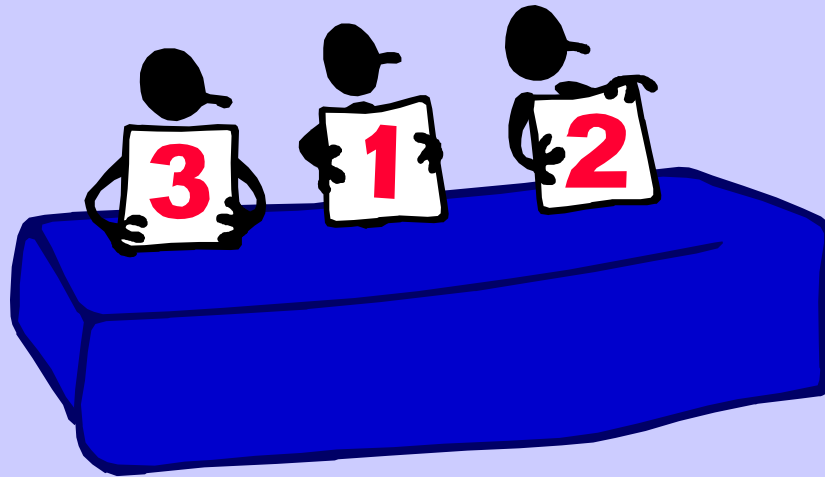
- When a rating supervisor is leaving a job or is losing an employee due to a transfer or separation, the supervisor should conduct a closeout rating session with the employee.
- Closeout ratings are unofficial, but extremely valuable.



PPR Group Exercise #3



Rating Exercise



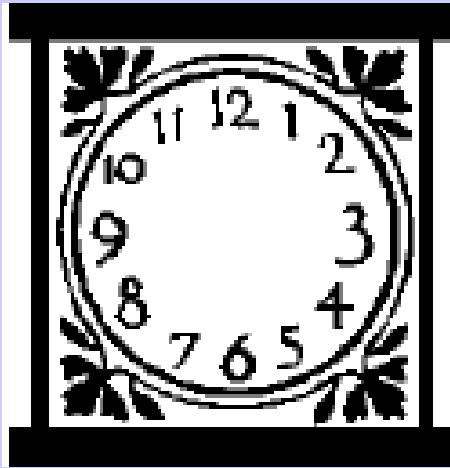
PPR Group Exercise #4



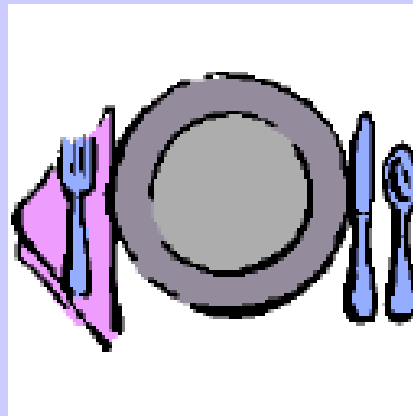
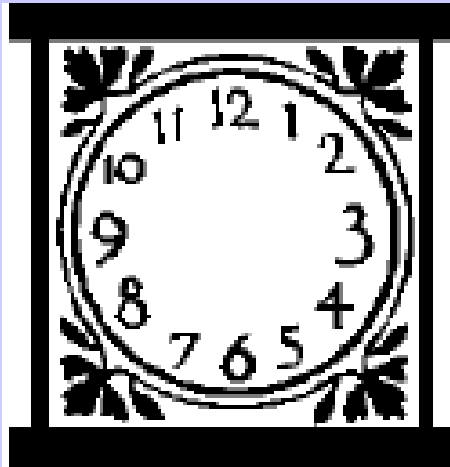
Calculation Exercise



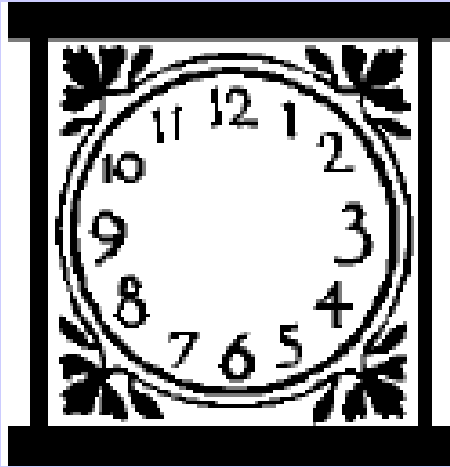
MORNING BREAK



LUNCH BREAK



AFTERNOON BREAK



PPR Rating Exercise

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																